

<p style="text-align: center;"><b>Request for Qualifications</b> <b>Cabarrus County Schools &amp; Kannapolis City Schools</b> <b>(Structural Engineering &amp; Design)</b> <b>September 11, 2015</b></p>
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The Facilities Management Department (FMD), serving Cabarrus County Schools (CCS) and Kannapolis City Schools (KCS), and the Construction Department serving CCS are requesting responses from structural engineering firms interested in providing professional design services, as needed, for selections occurring during the timeframe of August 2015 through June 2017. Such needs will be limited to properties located within Cabarrus County and portions of Rowan County, North Carolina. Professional structural engineering firms should have experience in school (PK-12), large commercial, and/or governmental type projects. This Request for Qualifications (RFQ) consists of the following parts:

- I** Summary of Projects
- II** Selection Schedule
- III** Contact
- IV** Summary Proposal Content
- V** Summary Evaluation

Exhibits:

- Exhibit A: Consultant Information Form
- Exhibit B: Prior Related Experience Form
- Exhibit C: MWBE Questionnaire - Identification of Minority Business Participation
- Exhibit D: Cabarrus County Schools' Master Structural Engineering Agreement - Template Modified AIA Document B105-2007 Standard Form of Agreement between Architect and Owner

It is the intent of this solicitation process to fully comply with NCGC § 143-64.31 - Procurement of Architectural, Engineering, and Surveying Services, to announce all requirements for architectural and engineering services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, FMD (for CCS/KCS) shall terminate negotiations with that firm and initiate negotiations with the next best qualified firm. Selection of a firm shall include the use of good faith efforts by FMD to notify minority firms of the opportunity to submit qualifications for consideration by CCS/KCS. FMD (for CCS/KCS) reserves the right to waive technicalities and informalities and, at its sole discretion, to reject any and all responses to the RFQ.

## I SUMMARY OF PROJECTS

The scope includes anticipated professional structural engineering services, as needed, for miscellaneous type projects and construction projects with an expected construction budget up to \$250,000 per project and reroofing projects with a construction budget up to \$2,000,000 per project.

## II SELECTION SCHEDULE

**Official responses to the RFQ will be due at 2:00 p.m. on October 1, 2015.**

This RFQ package was made available to be picked up at the reception desk at Cabarrus County School Education Center 4425 Old Airport Road, Concord, N.C., and was available electronically via the CCS website beginning at **1:00 p.m., September 14, 2015.**

Though interviews are not anticipated, FMD (for CCS/KCS), at its sole discretion, may determine that it wants to short list and interview firms. Notification will be sent to firms not short-listed or not selected. After selection of the firm, the scope of work and negotiations will begin immediately.

## III CONTACT

Firms interested in submitting a proposal are requested to submit it to the attention of:

Charles Taylor  
Director of Facilities Management  
Cabarrus School System  
4425 Old Airport Road  
Concord, NC 28025  
(T) 704.262.6193  
(F) 704.262.6244  
*[charles.taylor3@cabarrus.k12.nc.us](mailto:charles.taylor3@cabarrus.k12.nc.us)*

## IV SUMMARY PROPOSAL CONTENT

Proposals should include (at a minimum) the following:

1. History of the firm.
2. Qualifications of the firm (Submit completed Consultant Information Form – **Exhibit A**).
3. Management and Staffing - Include brief resumes which list the qualifications and experience of key personnel from the firm designated to perform the above listed work. Include the current registration of the project team's engineers within the State of North Carolina.

4. Prior Related Experience - Briefly describe **school** specific civil design experience of the firm including a contact person and telephone number for referenced projects. Please use the Prior Related Experience Form set out as **Exhibit B**. Limit total of four (4) pages for Exhibit B.
5. DBE status of firm and sub-consultants (and/or team members) (See MWBE Questionnaire - **Exhibit C**).
6. Limit responses to four (4) pages (not inclusive of Exhibits A - C) and be typed on 8 ½"x11" sheets, single spaced, one sided. Proposals containing more than four (4), one sided pages may not be considered. Exhibits A – C may be double sided as noted in their respective sections. Provide three (3) bound hardcopies, and (one) 1 electronic copy (CD, flash drive or PDF).
7. Acceptability of Owner's Master Structural Engineering Agreement. Identification of all non-fee related terms in Cabarrus County Schools' Template Modified AIA Document B105-2007 Standard Form of Agreement between Architect and Owner (**Exhibit D**) to which the firm takes issue or will require further negotiation discussions prior to contract execution. If, and to the extent, the submitting firm will not accept any of the terms and conditions set out in the Owner's standard Purchase Order Amendment attached to this RFQ, the submitting firm must provide in writing a list of each of the terms to which it takes issue with an explanation of the objection and any proposed modification. To the extent submitting firm does not list any such terms in its written RFQ submission, the submitting firm represents that it will accept all of the terms and conditions set out in the Owner's Master Structural Engineering Agreement except for the fee related terms pending negotiations.

## **V SUMMARY EVALUATION**

The Review will be a qualifications-based process to select the most qualified respondent. A weighted scoring system will be used as a tool to evaluate proposals on the following criteria:

- **Professional Qualifications (50%)** – The professional qualifications, including the education, certifications, and licensures, and special abilities and experience of the team members to be assigned to the project to perform the necessary services as they relate to the design and construction of civil projects at an elementary school. Resumes should be concise and relevant to the project. An organizational chart of key personnel to be assigned to the project by discipline is required.
- **Performance and Relationships (40%)** – The performance of the firm, its subconsultants, and team members on previous school projects in North Carolina, as relevant to the execution of this project.
- **Acceptability of Owner's Master Structural Engineering Agreement. (10%)**

Submittals that are incomplete or lacking in the required elements will be disqualified. The cumulative total of all scores will determine the most qualified firm(s) for the project(s). If a clear-cut winner is not evident from the point summation, a short list of no more than four (4) firms may be invited for interviews.

## **EXHIBIT A**

### **Consultant Information Form**

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

**SUBMITTED BY:**

**NAME:**

**ADDRESS:**

**PRINCIPAL OFFICE:**

☐ Corporation

☐ Partnership

☐ Limited Liability Company

☐ Joint Venture

☐ Other

**NAME OF PROJECT:**      **Professional Structural Engineering Services, as needed, for the term August 2015 – June 2017**

**§ 1      ORGANIZATION**

**§ 1.1**      How many years has your organization been in business as a Civil Engineer?

**§ 1.2**      How many years has your organization been in business under its present business name?

**§ 1.2.1**   Under what other or former names has your organization operated?

**§ 1.3**      If your organization is a corporation, answer the following:

**§ 1.3.1**   Date of incorporation:

**§ 1.3.2**   State of incorporation:

**§ 1.3.3**   President's name:

**§ 1.3.4**   Vice-president's name(s) :

**§ 1.3.5**   Secretary's name:

**§ 1.3.6**   Treasurer's name:

**§ 1.4**      If your organization is a partnership, answer the following:

**§ 1.4.1**   Date of organization:

**§ 1.4.2**   Type of partnership (if applicable):

**§ 1.4.3**   Name(s) of general partner(s):

**§ 1.5**      If your organization is individually owned, answer the following:

**§ 1.5.1**   Date of organization:

**§ 1.5.2**   Name of owner:

**§ 1.6** If the form of your organization is other than those listed above, describe it and name the principals:

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**§ 2 LICENSING**

**§ 2.1** List jurisdictions in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

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**§ 3 EXPERIENCE**

**§ 3.1** List the categories of professional design services that your organization normally performs with its own forces.

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**§ 3.2** Claims and Suits. (If the answer to any of the questions below is yes, please attach details – Caption name, name of parties, date, amount at issue, nature of dispute and final disposition.)

**§ 3.2.1** Has your organization ever failed to complete a project to which it was under contract?

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**§ 3.2.2** Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

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**§ 3.2.3** Has your organization, as a plaintiff or defendant, been a party to any law suits or arbitration with regard to design or construction contracts within the last five years?

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**§ 3.2.4** Has your organization, as a claimant or respondent, participated in any mediation settlement conferences as a party with regard to design or construction contracts within the last five years?

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**§ 3.3** Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a design or construction contract? (If the answer is yes, please attach details.)

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**§ 3.4** On one separate sheet (front and back if necessary), list major design projects your organization has in progress, giving the name of project, owner, contractor, contract amount, percent complete and scheduled completion date.

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**§ 3.5** On one separate sheet (front and back if necessary), list the major projects your organization has designed in the past five years, giving the name of project, owner, contractor, contract amount, and date of completion.

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**§ 5 INSURANCE**

**§ 5.1** Professional liability insurance carrier: \_\_\_\_\_

**§ 5.2** Professional liability insurance coverage amount: \_\_\_\_\_ on the basis of

☐ Claims made

☐ Occurrence

**§ 5.3** Have any claims been made under your professional liability insurance policy during the current reporting period? If so, explain: \_\_\_\_\_

**§ 6 SIGNATURE**

**§ 6.1** Dated at this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Name of Organization:

By: \_\_\_\_\_

Title: \_\_\_\_\_

**§ 6.2 NOTARIZATION**

\_\_\_\_\_, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **EXHIBIT B**

### **Prior School Related Experience Form**

Cabarrus County Schools Facilities Management Department

Name of Firm \_\_\_\_\_ Principal Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Please complete requested information for the most recent **Elementary Schools** that you have provided design consultation services within the past two to five years. Use one form for each project.

**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

\_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project completed: \_\_\_\_\_

Type of consulting services provided: \_\_\_\_\_

\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

\_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project completed: \_\_\_\_\_

Type of consulting services provided: \_\_\_\_\_

\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project completed: \_\_\_\_\_

Type of consulting services provided: \_\_\_\_\_  
\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Project No.** \_\_\_\_\_

Name & Address of School: \_\_\_\_\_

School Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Year project was bid: \_\_\_\_\_ Year project completed: \_\_\_\_\_

Type of consulting services provided: \_\_\_\_\_  
\_\_\_\_\_

Comments regarding this particular project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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***This form must be included in each information packet.  
Copy as needed. Photos may be included.***



**EXHIBIT C**

**MWBE Questionnaire**

**IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION  
Cabarrus County Schools**

I \_\_\_\_\_,

(Name of Proposer)

do hereby certify that on this project, we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work type	*Minority Category

\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**)  
American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**The total value of minority business contracting may be approximately (\$)**\_\_\_\_\_.

Or,

**Please declare if all work will be self-performed** \_\_\_\_\_  
(signature of authorized agent)

**EXHIBIT D**

**Cabarrus County Schools' Master Structural Engineering Agreement - Template  
Modified AIA Document B105-2007 Standard Form of Agreement between Architect  
and Owner**

[See attached Cabarrus County Schools' Master Structural Engineering Agreement]